



Attendance agreement and general conditions

2023 – 2024

Number of children

Hosting of 14 children

Educational Team

Mrs Anne-Laure MATHIEU, Director and Child educator

The supervision is provided by qualified professionals as well as auxiliaries, according to the standards in place.

Admission

From 18 months to 30 months. Over 30 months please see conditions of « La Petite Section ».

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The start of the school year is set for Monday August 28, 2023.

The kindergarten opens at 7:30 am and closes at 6:30 pm

Families can choose between full-day care (10 continuous hours maximum) or personalised half-day or hourly slots. When leaving the establishment, we ask parents to clearly notify staff of their departure. Additional attendance requests can be made and are granted depending on places available.

Once the request is accepted, the service is invoiced, even in the event of cancellation. Additional requests do not compensate for an absence. They are invoiced in addition to the coverage agreed in this agreement.

Schedule from Monday to Friday (your choice) :

- Full day: between 7.30am and 6.30 pm
- From 7.30am to 11.30am
- From 7.30am to 12.30pm (lunch included)
- From 11.30pm to 6.30pm (lunch included)
- From 12.30pm to 6.30pm

Subject to availability, it is possible to increase attendance arrangements, to be agreed with management. The change will have the effect of establishing a new contract.

Registration

Pre-registration is done using the online request form available on the website www.ecole-lausanne-savio.com. It includes a registration fee of CHF 350.00 per family which is payable within 7 days following submission of the application. After this period, pre-registration becomes void.

If the request is canceled, these fees are not refunded. Once payment has been received, management will contact you to organize a meeting, allow you to visit the premises and define the terms of collaboration. Registration is final after signature by parents and validation by management of these general conditions, at the time of this meeting.

Prices*

	Prices (per day)				
12 months commitments**	7h30 - 11h30	7h30 - 12h30	11h30 - 18h30	12h30 - 18h30	Full Day
Monday	50	66	84	65	125
Thursday	50	66	84	65	125
Wednesday	50	66	84	65	125
Thursday	50	66	84	65	125
Friday	50	66	84	65	125

** Reduction of 20% from 2nd child

No commitment	Per hour	No lunch		Lunch included		
		7h30-11h30	12h30-18h30	7h30-12h30	11h30-18h30	Full Day
Monday	25	90	110	125	150	190
Tuesday	25	90	110	125	150	190
Wednesday	25	90	110	125	150	190
Thursday	25	90	110	125	150	190
Friday	25	90	110	125	150	190

Please arrive at 12h15

* These prices include care costs, meals and snacks as well as health care (diapers, toothbrushes, toothpaste, etc.).

12-month commitment: Invoices will be sent to you at the beginning of each month and will be due by the end of the current month. No reduction will be granted in the event of absence. The management reserves the right to terminate the contract if the payment conditions are not respected.

However, in the event of prolonged absence (from the 15th day) of the child due to unemployment of one of the parents, maternity leave or illness/accident, the place can be kept upon payment of 50% of the planned attendance. upon presentation of a medical certificate or unemployment certificate.

In the event of termination or reduction in attendance arrangements, the pension for the current month and the two months following the child's withdrawal are due in full. The announcement must be made in writing to Management.

In the event of absence, parents are obliged to notify the nursery staff as soon as possible, no later than 8 am on the day. This is for administrative and organisational reasons (outing, program, activity).

Annual closures

The establishment closes its doors at different times of the year 2024 :

o From December 25th to January 5th

o March 29th (Good Friday)

o March 31st (Easter Monday)

o May 9th (Ascension)

o May 21st (Whit Monday)

o August 1st (National Day)

o From the 29th of July to the 16th of August

o On the occasion of one pedagogical day per year (the date is communicated to the parents at the beginning of each calendar year by the school management)

Material

Parents are asked to dress their child in a practical way, adapted to the seasons and to bring spare underwear and clothes (cap, gloves, jacket, snow suit and shoes, rain coat, cap and sunglasses). A pair of slippers and rain boots for children who have learned to walk are also mandatory. Cloths, pushchairs and maxi cosi, as well as the child's personal items (comforter, etc.) must be labelled with the child's name. Your child's daycare center declines all responsibility in the event of loss, theft or damage to children's personal items, including glasses, jewelry and toys.

Photos

By signing their child's contract, parents automatically authorize the educational teams to film and photograph their child as part of the activities offered. Photo and video media are subject to internal use. In the event of a categorical refusal to allow their child to be photographed or filmed, the parents must notify the management of the establishment in writing (mail or email), indicating the precise name and surname of their child. The School Management will send back a written confirmation of the good reception of the family's wish and will thus ensure the information is passed to the team.

Health

You will be asked to have a medical form filled out for your child by a doctor. Any change in your child's state of health must be communicated to us without delay. Before dropping off your child at the daycare, it is important to consider his general physical condition, in order to ensure that he is able to follow the program and the routine of the day. Any health problem, even slight, must be systematically reported by the parents when the child arrives. In the event of the onset of fever, the parents are systematically notified. If this is greater than or equal to 38.5 degrees and depending on the general condition of the child, parents are asked to pick up their child as soon as possible. Possibility to give paracetamol with parental consent by phone? In the event of an emergency or if it is impossible to reach the parents, the management will take all necessary measures. Any costs incurred are the responsibility of the parents.

ADMINISTRATION OF MEDICINES - punctual Employees are authorised to administer medication and other creams available on the premises according to the authorisations in place to children who need it occasionally and spontaneously require during childcare (e.g.: treating a fall which occurs at the daycare, of a gravity not requiring medical consultation) unless a parent has made a formal written request not to.

ADMINISTRATION OF MEDICINES - UPON PARENT REQUEST At the request of the parents, the educational team is authorised to administer medication to children only when the parents have completed the “Authorisation to administer medication” form for their child (see Annexes). The medicine will be refused if it does not bear an official label from the pharmacy or a certificate from a doctor (dated and signed), in the name of the child.

MEDICAL EMERGENCY In the event of an emergency, the parents delegate their power to the management of the establishment, which will take the liberty of calling for medical emergencies. The parents (or the next of kin in the event of an emergency – whom you must designate) are notified and asked to join their child. If your child is taken care of by an ambulance, the transport costs are to the sole responsibility of the parents. In the event that the parents are unable to be present, a member of the team will accompany the child to the hospital.

Transport

It may happen that children are moved by public transport or exceptionally by private vehicle. All the measures required by the law on road safety are then respected.

Insurance

Children must be insured for illness, accidents and civil liability.

Authorized persons

Unless specified otherwise, only the persons indicated (surnames firstnames, date of birth) below are authorised to pick up the child, as long as they show a document of identification :

First name	Family name	Date of birth

Documents to be provided before the start of attendance :

- Insurance policies
- Medical form, diet
- Documents of identification of the child and parents
- Billing and parents contact information

Any change in this data must be communicated to us without delay.

Jurisdiction

Any dispute in connection with any contract concluded between Les Petits Savio and a family that arises before or after the end of the contract will be submitted to the competent judicial authorities according to the civil code procedure.

By signing, the parent certifies having read and approved this document, which serves as a contract. This is valid until the child is 30 months old. On this date and depending on the places available, a new agreement is established and scheduled taking into account the conditions and the change of care by the Petite Section. There are no new administrative fees that apply when switching groups.

Parent 1

Family name :..... First name:.....

Date :..... Signature :

Parent 2

Family name :..... First name :

Date :..... Signature :

Present terms and conditions are effective from the 28th of August.